

GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
JALPAIGURI GOVERNMENT ENGINEERING COLLEGE, JALPAIGURI 735102, WEST BENGAL
Website: www.jgec.ac.in Phone: 03561-255131 Fax: 03561-256143

Notice

Ref. No. JGEC/2026/PUR1/F1

Dated: 28/09/2026

Sealed quotations are hereby invited from reputed, experienced and eligible contractors/caterers/service providers for the preparation, supply and serving of a traditional Bengali lunch on a rate contract basis at Jalpaiguri Government Engineering College, Jalpaiguri.

The above notice is available on the College website www.jgec.ac.in, and it may be downloaded from that website.


Prof. (Dr.) Ananta Ray
Principal
Jalpaiguri Government Engineering College
Jalpaiguri-735102

Principal/JGEC

1. College Notice Board
2. College website www.jgec.ac.in
3. Guard file

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Notice for Quotation for the preparation, supply and serving of a Traditional Bengali lunch and Premium Breakfast at Jalpaiguri Government Engineering College, Jalpaiguri, in relation to Degree Awarding Ceremony 2026

Ref. No. JGEC/DAC/1/2026/TBL

Dated: 28 .09.2026

The College invites sealed quotations from reputed, experienced, and eligible contractors/caterers/service providers for the preparation, supply, and serving of a **Traditional Bengali Lunch and premium breakfast for a minimum of 20 (Twenty) persons** on a rate contract basis at Jalpaiguri Government Engineering College, Jalpaiguri, in relation to the Degree Awarding Ceremony 2026 scheduled to be held on **20th November 2026**, as stated below. The food shall be prepared using good-quality ingredients and shall be served fresh in a proper **sit-down dining arrangement**. The interested contractors/caterers/service providers/companies/suppliers may submit their Quotations/bid documents in the prescribed format. Details of specifications for procurement of Goods, Materials, Hiring of Works, Hiring of Service System & estimated quantities are as follows: -

Sl. No	Item name	Item Specifications	Quantity	Estimated price
01	Traditional Bengali Lunch	1. Luchi: Freshly prepared, sufficient quantity. 2. Cholar Dal: Traditional Bengali-style cholar dal 3. Salad: Fresh seasonal salad 4. Bhetki Fish Fry: Fish fry prepared from good-quality Bhetki fish, one suitable serving per person 5. Boiled Rice: Freshly cooked steamed/boiled rice, sufficient quantity 6. Veg Dal: Freshly cooked with seasonal vegetables 7. Seasonal Vegetable Curry: Fresh seasonal vegetable preparation 8. Katla Bhapa: Bengali-style steamed Katla preparation, one suitable serving per person 9. Mutton Kosha: Bengali-style mutton kosha, adequate serving for each person 10. Chutney: Traditional Bengali chutney 11. Papad: Good-quality papad, adequately served 12. Sandesh: Fresh and good-quality Sandesh 13. Rosogolla: Fresh and good-quality Rosogolla 14. Khir Doi: Good-quality traditional sweetened thick curd/kheer doi 15. Paan: Fresh paan to be served after the meal 16. Tissue Paper: Clean, good-quality tissue paper- one no.	Minimum of 20 nos. of Traditional Bengali Lunch	
02	Premium Breakfast	1. Dry Fruit Cake – 1 piece 2. Assorted Dry Fruits – 25 g 3. Mini Vegetable Sandwich – 1 piece 4. Seasonal Fresh Fruit – 1 portion	Minimum of 20 nos. of	

		5. Tea/Coffee – 1 cup	Premium Breakfast	
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SERVING ARRANGEMENT

1. The entire meal shall be served as a sit-down lunch at the venue designated by the College.
2. The contractor shall make all necessary arrangements for serving the food to a minimum of 20 persons.
3. Food shall be served in good-quality clay plates with banana leaf and clay-made bowls, glass.
4. Good-quality, clean, and hygienic glasses shall be provided for drinking water.
5. The contractor shall provide all necessary serving utensils, bowls, spoons, ladles, and other equipment required for proper service.
6. Adequate serving staff shall be deployed by the contractor for smooth and courteous table service.
7. All crockery and glassware shall be properly cleaned, hygienic, and free from chips, cracks, or visible defects.
8. The food shall be served fresh and at an appropriate serving temperature.
9. The contractor shall arrange the dining table/service setup as required by the College.
10. The contractor shall be responsible for setting up, serving, clearing, and cleaning the dining area after completion of the meal.

QUALITY AND HYGIENE REQUIREMENTS

1. All food items shall be prepared from fresh, good-quality, and hygienic ingredients.
2. The Bhetki fish and Katla fish shall be of good quality and suitable for human consumption.
3. The mutton shall be fresh, properly cleaned, and cooked.
4. All food shall be prepared and handled under hygienic conditions.
5. The contractor shall ensure an adequate quantity of every menu item for a minimum of **20 persons** without compromising quality.
6. The College reserves the right to inspect the food and serving arrangements before/during service.
7. Any food item found to be substandard or unsuitable for consumption may be rejected by the College.

RESPONSIBILITY OF THE CONTRACTOR

The quoted rate shall include:

- Procurement of all food ingredients
- Preparation and cooking of all menu items
- Transportation of food, wherever required
- Dining/service arrangement
- Clay-made plates and bowls/ceramic plates and bowls
- Good-quality glassware
- Serving utensils
- Serving staff
- Table service

QUALIFICATION CONDITIONS:

- a) Bidder should be a registered Firm / Company / Establishment/Contractor/Caterers/service provider
- b) Bidder shall provide all relevant records required, i.e., Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. / GST Certificate and other taxes (whichever applies)

DELIVERY PLACE / WORKS SITE:

The bidder will supply and deliver the materials/Works/services in the requisite quantity at the JGEC premises.

BID PRICE:

- a) The Bid Price shall be in Rs. and include all Taxes and other levies, such as transportation expenses; no extra price is payable by the college. The bidder must quote item-wise.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.

VALIDITY QUOTATION:

The quotation shall remain valid for a period of not less than 60 days after the deadline date specified for submission.

THE FOLLOWING MUST BE SUBMITTED WITH THE QUOTATIONS/BID:

1. Copy of Establishment Registration Certificate/ Trade license
2. Copy of PAN and copy of latest return
3. Copy of GST
4. Copy of PTAX enrolment certificate and copy of latest paid challan of PTAX
5. Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person

EVALUATION OF QUOTATIONS:

The purchaser will evaluate and compare quotations determined to be substantially responsive, i.e., a) they are properly signed. b) Conform to terms, conditions, specifications, and qualifications and qualification conditions.

AWARD OF CONTRACT:

The purchaser will award the contract to the bidder whose quotations have been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

The bid document may also be downloaded from our website: www.jgec.ac.in

All documents must be submitted to the Office of the Principal on or before 08.10.2026 **till 2.00 PM** in a sealed envelope and marked with “**Quotation for the preparation, supply and serving of a Traditional Bengali Lunch and Premium Breakfast at Jalpaiguri Government Engineering College, Jalpaiguri, in relation to Degree Awarding Ceremony 2026**”. All sealed quotations received till then will be opened on the same day before the bidder or their representative who wishes to be present, in the office **at 3.00 P.M.**

CHECKLIST FOR BIDDERS / APPLICANTS

The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.

The following documents form should be submitted with the BID:

Sl. No	Documents to be submitted	Documents Submitted (Y/N)
1	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory	
2	Statement indicating experience of supplying such items & working with Govt.Ministries/ Departments/PSUs, etc.	
3	Attested copy of GST	
4	Attested copy of PAN/Number.	
5	Attested copy of return for last month/quarter, as the case may be, submitted towards Central and State Sales Tax/VAT, if applicable.	
6	Bid Form	

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time before the award of the contract.

The bidder whose bid is accepted will be notified of the award of the contract by the purchaser.

The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 days in exceptional cases.

OTHER TERMS & CONDITIONS:

- a) The College reserves the right to postpone/cancel the bid; the bidder will have to abide by the decision.
- b) Payment shall be made after the supply and submission of bills, which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel in Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend the extent of payment accordingly.
- c) No preference will be given to any bidder of a class of bidders, either for the price or for other terms and conditions.
- d) Quotation may be submitted on the printed letterhead of the bidder in the prescribed format supplied with IFQ.
- e) The successful bidder will have to enter into an agreement with this Campus for timely execution of the Purchase Order.
- f) No payment will be made for any damage to goods supplied.
- g) We look forward to receiving your quotations and thank you for your interest in this project.
- h) Collect the Bid Form from the office of the Principal, Jalpaiguri Government Engineering College, within the specified time period during office hours.***



Prof. (Dr.) Anil Kumar Ray
Principal
Jalpaiguri Govt. Engineering College
Jalpaiguri-735102

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